12. Right Item Admin

12.1 Summary

The Right Item Admin screen (Figure 12.1) allows you to update (i.e., add, delete and edit) the list of labs per service. (See Preface for an explanation of user privileges.) To open the Right Item Admin screen, select Right Item Admin from the drop-down list of Administration options.
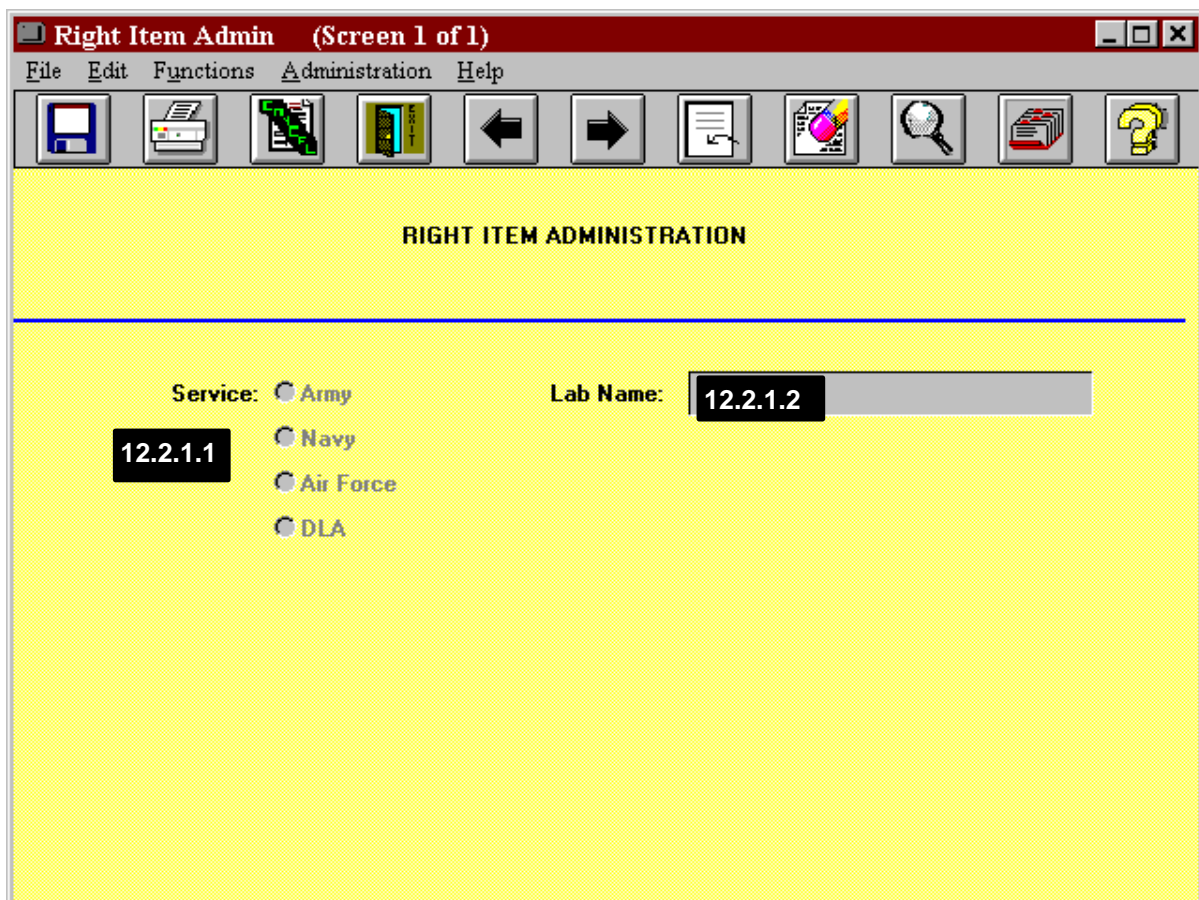
12.2 Right Item Admin Screen

Figure 12.1 Right Item Admin Screen
(Numbers in data boxes refer to section numbers.)

12.2.1 Fields for Right Item Admin Screen

12.2.1.1 Service

Click the name of the service whose list of lab names you want to edit.

12.2.1.2 Lab Name

Enter the name (up to 30 alphanumeric characters) of the lab to be associated with the indicated service (12.2.1.1).

12.3 Adding New Labs

If you want to add information for a new product, select **New**. (Click on the New icon or select New from the drop-down list of File options.) After you do this, select the appropriate service. Then type in the lab name you want to add. After you enter your information, click the Save icon or select Save from the drop-down list of File options. A pop-up message (Figure 12.2) will tell you that the save was successful.

Figure 12.2 Record Saved Pop-Up Message

12.4 Editing Lab Names

To change a lab name, you must first find and display that name. To do this select Open by clicking on the Open icon or selecting Open from the drop-down list of File options. When you select Open, the search window shown in Figure 12.3 pops up on your monitor. To find the product you want, click the name of the service associated with the lab, type in the lab name, and then click **Search**. *Note: This function has no partial name search capability. Therefore, you must enter the entire lab name.*
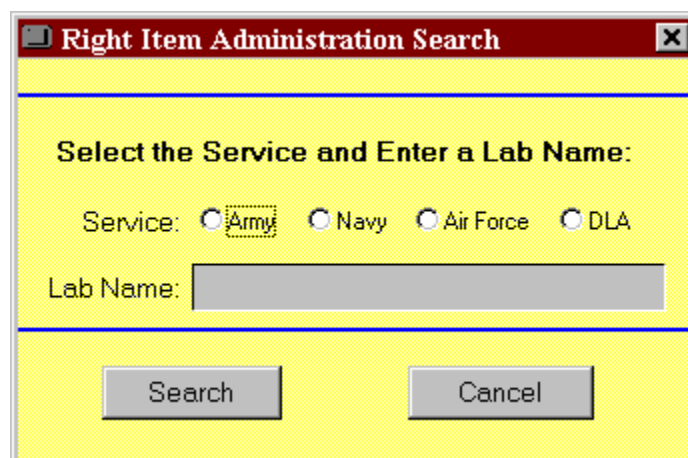
Figure 12.3 Right Item Administration Search Pop-Up Window

When you click **Search**, the application searches for the record that matches your search criteria. One of two things will happen as a result of the search: a matching record will be found or no matching record will be found. If a matching record is found, it is displayed on the Right Item Administration screen.

If a matching record is not found, a message window (Figure 12.4) pops up on your monitor informing you that "No data met your search criteria." Click **OK** to make this window disappear.

Message ☒

No data met your search criteria

OK

**Figure 12.4 No Data...Pop-Up Window**

If a record was found and displayed, you can edit the Lab name. The Lab name data box is automatically highlighted following a search. If you start typing while it is highlighted, all of the highlighted information is deleted and replaced with what you type in. (To edit only a portion of the text, click on the highlighted text. This will "unhighlight" it and place the cursor where you clicked.)

12.5 Deleting a Lab

In order to delete a product you must first display that product's information. This procedure is the same as the procedure for displaying a product to edit. (See Opening in Section 12.4.)

Once the Lab name you want to delete is displayed on the screen, click on the Delete icon or select Delete from the drop-down list of Edit options. When you do, the message window shown in Figure 12.5 pops up on your monitor. Click **Yes** to continue the deletion process, or click **No** to call off your request.

Message ☒

Are you sure you want to delete this record?

Yes   No
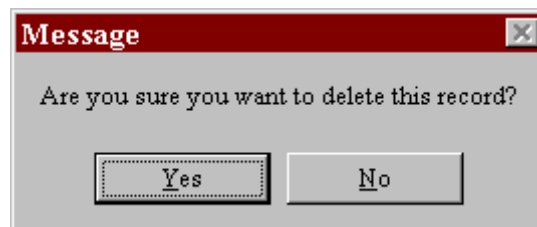
Figure 12.5 Delete Pop-Up Window

If you click **YES**, the system evaluates the record displayed to determine whether or not the code was stored in any Right Item record. If the code was not used, the system will go ahead and delete it, and then display a message that "The record was successfully deleted."

Figure 12.6 Successful Deletion Pop-Up Message

If the code was used in a Right Item record, the system displays a message (Figure 12.7) that the record cannot be deleted. Click **OK** to make this window disappear.
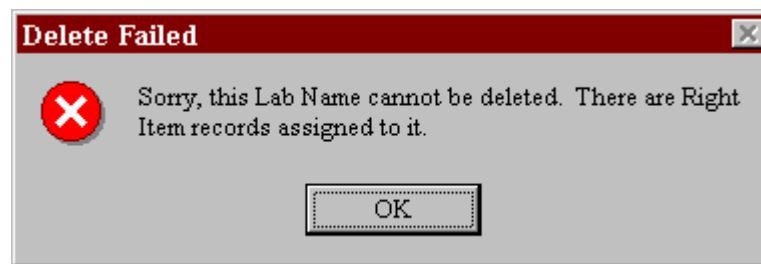
Figure 12.7 Cannot Delete Pop-Up Message